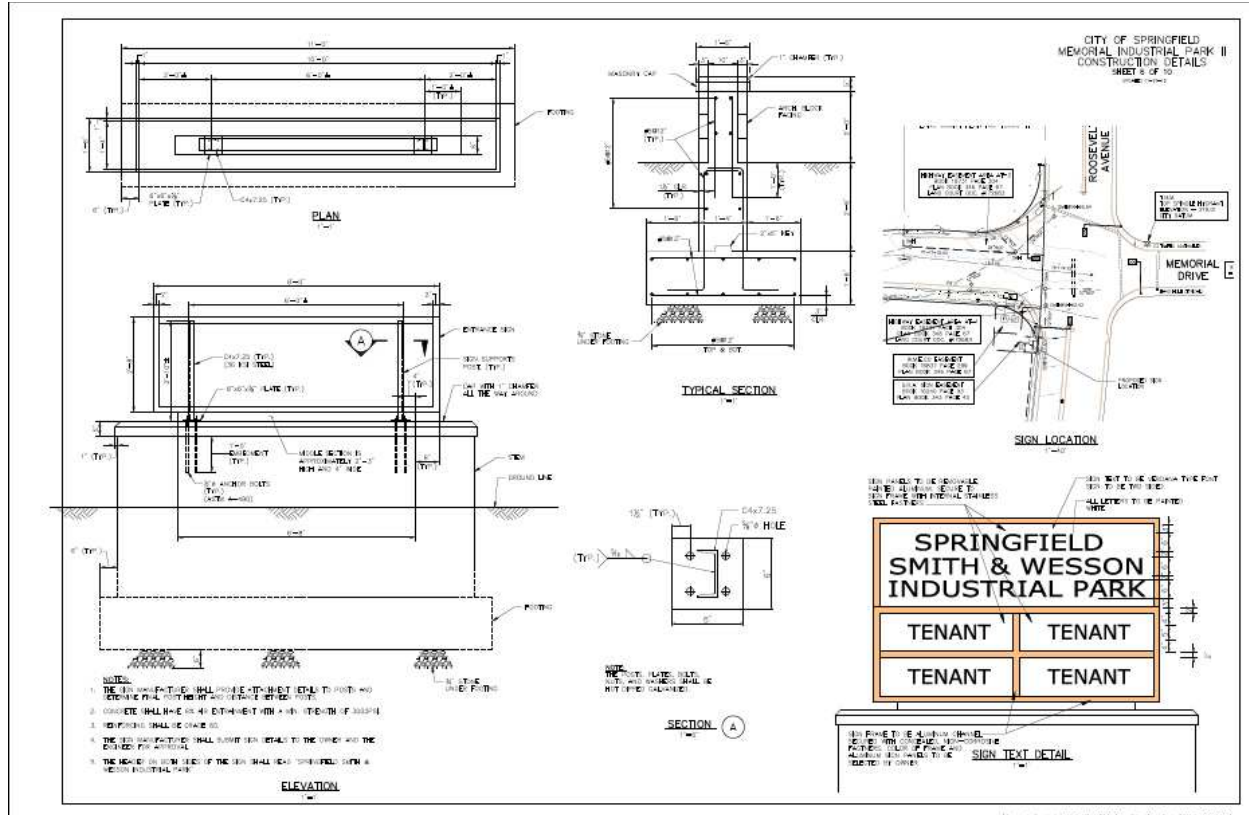


**Springfield Redevelopment Authority**  
**Invitation For Bids**  
**For:**  
**Springfield Smith & Wesson Industrial Park Entrance Sign**



Bid No. \_\_\_\_\_  
 Bids Due: May 13, 2013 at 2:00 p.m.

## **GENERAL INFORMATION**

### **A. INTRODUCTION**

The Springfield Redevelopment Authority (SRA) is seeking bids from qualified entities to provide the fabrication and installation of an entrance sign to the Springfield Smith & Wesson Industrial Park. Questions regarding the IFB must be submitted in writing by 2:00 p.m. EDT on Friday May 3, 2013 to Richard Griffin, Office of Planning and Economic Development at 70 Tapley Street Springfield, MA 01104 or by fax at (413)787-6524. **The SRA strongly encourages Springfield businesses and MBE/WBE certified businesses** to apply but all responsive and responsible bids are welcomed and will be considered.

The SRA reserves the right to reject any or all proposals in whole or in part for any reason and to waive any minor informality within bids or this document.

### **B. Springfield Redevelopment Authority (Owner)**

The Springfield Redevelopment Authority is a corporate and political body established by the City of Springfield on June 24, 1960.

### **C. LOCATION AND SITE INFORMATION**

The Springfield Smith and Wesson Industrial Park is an 85 acre industrial park site located in the East Springfield neighborhood. The area is owned by the Springfield Redevelopment Authority (SRA). Performance Foodservice Company and FW Webb are the current occupants in the park. Please see the site map included in **Exhibit A**, attached hereto and incorporated herein.

### **D. PURCHASE DESCRIPTION, SCOPE OF SERVICES AND QUALITY REQUIREMENTS**

All bidders shall be subject to all restrictions and controls as stipulated in applicable bidding requirements set forth by the Springfield Redevelopment Authority. The winning bidder will be required to pull applicable permits and pay prevailing wages.

The specifications for the sign are set forth in **Exhibit B**, attached hereto and incorporated herein.

#### **Quality Requirements:**

All Bidders are required to complete the attached non-collusion and tax affidavit forms, and shall submit said forms to the SRA with their respective bids. Any bids that do not contain executed non-collusion and tax affidavit forms shall be rejected.

All Bidders must include a statement of professional background experience, showing at least three-years of relevant experience in the sign construction industry, making signs similar in scope to the dimensions and drawings in **Exhibit B**.

All Bidders are required to submit to the SRA a five percent (5%) deposit with their respective bids.

The SRA expressly states that this project is time sensitive, and that the services procured under this IFB shall be completed in a timely fashion, in any event, no later than June 15, 2013. The SRA will award this contract to the responsible and responsive bidder who meets the SRA's quality requirements and offers the best price.

## **E. ANTICIPATED SCHEDULE OF EVENTS**

The anticipated schedule is as follows:

April 23, 2013	IFB advertise in Springfield Republican
April 23, 2013	IFB advertise in MA Central Register
April 22, 2013	IFB issued
April 29, 2013	IFB questions due by 4:00 p.m
May 8, 2013	IFB questions answered
May 10, 2013	IFB responses due by 2:00 p.m.
May 13, 2013	Proposals Reviewed
May 15, 2013	Preferred developer selected

Schedule may be modified as needed at the discretion of the SRA.

## **F. PRE-PROPOSAL ASSISTANCE**

Questions regarding the IFB may be submitted in writing to Mr. Richard Griffin no later than 4:00 p.m. EDT April 26, 2013. Questions may be faxed or mailed. The fax number is (413) 787-6524. The SRA will compile written answers which will be mailed to all Bidders who requested a copy of the IFB within two business days.

To maintain a fair and impartial competitive process, the SRA can only answer written questions. Private communication with the SRA or its agents during the evaluation process for this IFB is strictly prohibited not allowed. Bidders who initiate private communication or attempt to influence or otherwise violate the process outlined herein will be disqualified.

## **H. SUBMISSION DEADLINE AND REQUIREMENTS**

COMPLETED SUBMISSION PROPOSALS MUST BE RECEIVED BY May 3, 2013 at 2:00p.m.EDT TO:

**Mr. Richard Griffin  
Springfield Redevelopment Authority  
70 Taplet Street  
Springfield, MA01104**

If the office is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal acceptance will be postponed until 1:00 p.m. on the next normal business day. If any changes are made to this IFB, an addendum will be issued. Addenda will

be mailed to all bidders on record as having picked up the IFB.

A bidder may correct, modify, or withdraw a bid by written notice received by the SRA prior to the time and date set for the bid opening. Proposal modifications must be submitted in a sealed envelope clearly labeled with the Bidder's Name,

After the proposal opening, a bidder may not change any provision of the proposal in a manner prejudicial to the interests of the SRA or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the bidder will be notified in writing; the bidder may not withdraw the proposal. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

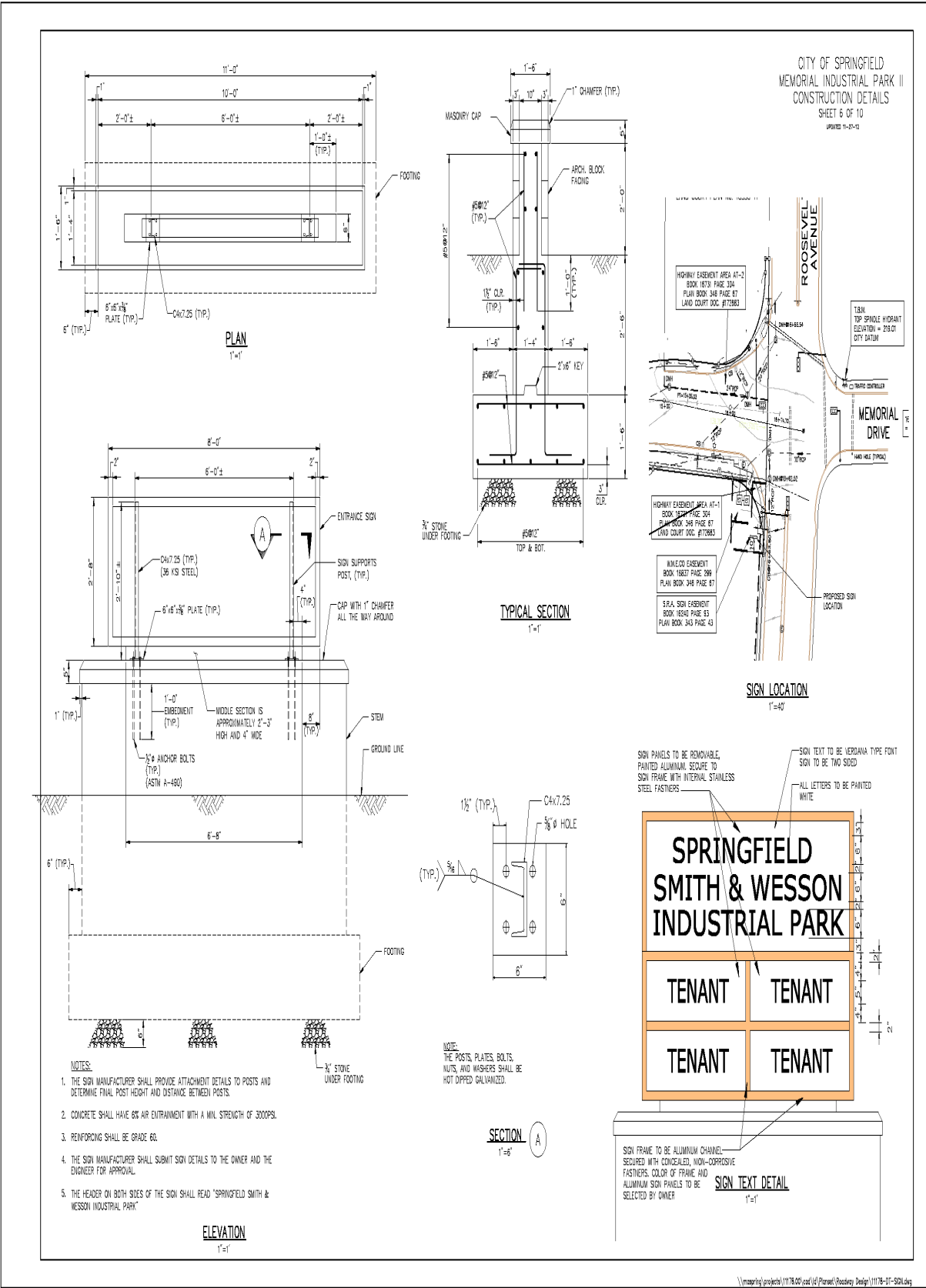
The SRA reserves the right to reject any and all bids in whole or in part if the SRA determines that cancellation or rejection serves the best interests of the SRA and to waive any minor informalities and defects or irregularity to form in the bids.

All bid prices submitted in response to this RFP must remain firm for forty-five (45) days following the bid opening.

# EXHIBIT A



# EXHIBIT B



***COLLUSION OR FRAUD STATEMENT***

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

\_\_\_\_\_  
(NAME OF PERSON SIGNING BID)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

## TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS

\_\_\_\_\_  
Individual Social Security Number

\_\_\_\_\_  
State Identification Number

\_\_\_\_\_  
Federal Identification Number

Company: \_\_\_\_\_

P.O. Box (if any): \_\_\_\_\_ Street Address Only: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

List address(es) of all other property owned by company in Springfield: \_\_\_\_\_

\_\_\_\_\_  
*Please Identify if the bidder/proposer is a:*

Corporation \_\_\_\_\_

Individual \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Partnership \_\_\_\_\_

Names of all Partners: \_\_\_\_\_

Limited Liability Company \_\_\_\_\_

Names of all Managers: \_\_\_\_\_

Limited Liability Partnership \_\_\_\_\_

Names of Partners: \_\_\_\_\_

Limited Partnership \_\_\_\_\_

Names of all General Partners: \_\_\_\_\_

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You must complete the following certifications and have the signature(s) **notarized** on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

### FEDERAL TAX CERTIFICATION

I, \_\_\_\_\_ certify under the pains and penalties of perjury that \_\_\_\_\_, to my best knowledge and  
(authorized agent) (Bidder/Proposer)  
belief, has/have complied with all **United States Federal taxes** required by law.

\_\_\_\_\_  
Bidder/Proposer/Contracting Entity

\_\_\_\_\_  
Authorized Person's Signature

Date: \_\_\_\_\_

### CITY OF SPRINGFIELD TAX CERTIFICATION

I, \_\_\_\_\_ certify under the pains and penalties of perjury that \_\_\_\_\_, to my best knowledge and  
(authorized agent) (Bidder/Proposer)  
belief, has/have complied with all **City of Springfield taxes** required by law (has/have entered into a Payment Agreement with the City).

\_\_\_\_\_  
Bidder/Proposer/Contracting Entity

\_\_\_\_\_  
Authorized Person's Signature

Date: \_\_\_\_\_

## COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION

Pursuant to M.G.L. c. 62C §49A, I, \_\_\_\_\_ certify under the pains and penalties of perjury that  
\_\_\_\_\_.

(authorized agent)  
(Bidder/Proposer)

to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Bidder/Proposer/Contracting Entity      Authorized Person's Signature      Date: \_\_\_\_\_

### Notary Public

STATE OF \_\_\_\_\_, 2011

County of \_\_\_\_\_, ss.

Then personally appeared before me [name]\_\_\_\_\_, [title]\_\_\_\_\_ of  
[company name]\_\_\_\_\_, being duly sworn, and made oath that he/she has read the foregoing  
document, and knows the contents thereof; and that the facts stated therein are true of his/her own knowledge, and stated the  
foregoing to be his/her free act and deed and the free act and deed of [company name]\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE  
NOTARIZED ON THIS FORM  
AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT. TAX AFFIDAVITS  
THAT ARE NOT SIGNED AND NOTARIZED WILL BE REJECTED.**